**Choosing a business**

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| box | I thought about what interested me. |
| box | I decided what I already knew. |
| box | I thought about what I wanted to know. |
| box | I thought about what interested me. |
| box | I decided on a question I made my question clear and pertinent. |
|  |  |
| box | I made sure I could complete it in the time I had. |
| box | I brainstormed a list of my ideas. |
| box | |  | | --- | | I clustered my ideas to help organize them for my research. |   **Gathering Information**   |  |  | | --- | --- | | box | I gathered information from a variety of Web sites. | |  |  |   **Sorting Information**   |  |  | | --- | --- | | box | I selected only the information that answered my question. | | box | I revised my search based on the information I found. | | box | I paid attention to the quality of my information; it was from a reliable source. | | box | I thought about the timeliness of the information. | | box | I took into account the difference between fact and opinion. I watched for propaganda or biased information. | | box | I noticed when sources agreed or disagreed. | | box | I decided what the most important information was. | | box | I kept track of my sources (eg. title, path information, date). | |  |  |   **Organizing Information**   |  |  | | --- | --- | | box | I compared the information I collected from various sources. | | box | I used a graphical organizer such as a web, a chart, a timeline or a table to help me understand or explain how the information goes together. | | box | I decided on the most important points and eliminated information I didn’t need. | | box | I organized the key ideas in a logical order. | | box | I summarized using my own words. | |  |  |   **Communicating Information**   |  |  | | --- | --- | | box | I considered my audience. | | box | I thought about the best way to show what I found out. | | box | I answered my questions in my search for information. | | box | I clearly communicated my information so others could understand. | |  |  |   **Evaluating My Research**   |  |  | | --- | --- | | box | I looked for the strengths and weaknesses of my research process and product. | | box | I thought about the advice I would have for someone doing research. | | box | I thought about ways I could make my research even better. | |  |  | |